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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 06-014

TO: All CRT Employees *MVG*

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: Civil Service General Circular No. 001667 – Announcement of Mandatory Special Entrance Rates for Certain Pay Schedules

DATE: July 25, 2006

The State Civil Service Commission has approved a mandatory statewide Special Entrance Rate (SER) of \$6.15 per hour for all jobs in the following pay grades effective August 14, 2006:

WS 201-203; SS 401; AS 601, AS 602; MS 501, MS 502

An SER essentially creates a new minimum of the pay range. Therefore, any employees in the above pay grades who are below \$6.15 will be automatically raised to this amount, and any new hire in the above pay schedules will be paid at least \$6.15 per hour. The Department of Culture, Recreation & Tourism has only the following job titles in the above mentioned pay grades:

Custodian 1, Custodian 2, and Laborer

This SER increase to \$6.15 per hour applies only to classified job titles contained within the mentioned pay grades. Wages employees in temporary unclassified authority jobs are not included in this increase. Agency heads may, at their discretion, adjust pay rates for unclassified personnel.

Human Resources staff will automatically apply adjustments to employees, if applicable. Employee Notification Forms will be generated reflecting the adjustment. If there are further questions, please do not hesitate in contacting Human Resources at 225-342-0880.

MVG:cm

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